		OUTING	AND	RECORD	SHEET	REM.
SUBJECT: (Optional)	Procedures fo	or Certi	fying W	ork Order	s	
FROM:				EXTENSION	NO.	
Policy I	Branch/PPG /				DATE 19 Jul	ly 1985
TO: (Officer designation building)	, room number, and	DA	TE	OFFICER'S INITIALS		each comment to show from who ocross column after each comment
1. C/POL BR		7/22	-/85	JR	a call from	nths ago, I received n a senior RPD editor ed if the procedures
2.		·			outlined in	
3. C/PPG		7/2	1/85	mar		
4.			· ·			
5. DD/P&M		7	7/22	D		eparture, she took ar urvey of the newer
CP	16	2	b3	ples	ascertain :	in her office to if they were aware of procedure. None
	1/04	1/2	1/85	JR	were aware	of it. ussing th's incident
05/1	existry			:	with PPG magreed that	anagers, it was t an HN would be in us PAS was tasked to
9.			-			ction on subject (see
10.	a				for forward	um has been prepared ding to C/RPD publication of the
11.					attached H	N, edited by PPG.
12.					, - .	ture is requested. A signiful also to 556.
13.					on note A	Z SEG.
14.						
15.					Noth	

GPO : 1983 O - 411-632

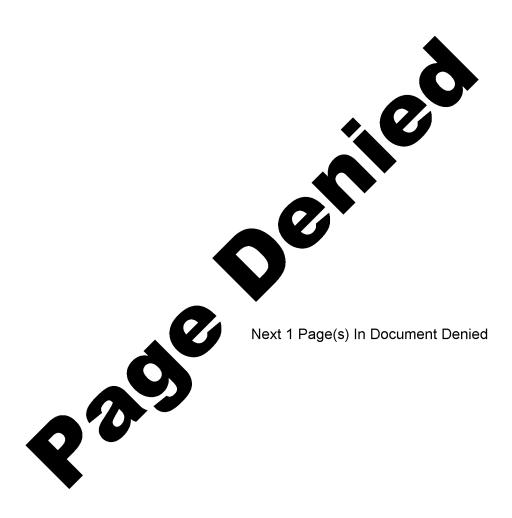
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	MEMORANDUM FOR:	Chief, Regulatory Policy Division/OIS
25 X 1	FROM:	Deputy Director of Security Policy and Management
25X1	SUBJECT:	Proposed
25X1 25X1	Agency personnel past 10 years, a procedures outli	come to the attention of this Office that many l, especially those entering on duty within the are not aware of and are not following the ined in paragraph 9(2)(b) (see hen certifying work orders.
25X1		ngly, it is requested that the attached HN (see e published and distributed to all employees.
25X1 25X1 25X1		direct any questions on subject to y and Plans Group on
25X1		
25 X 1		
	Attachments	SIGNAT
		OFFICIAL FILE COPY
05)/4		
25 X 1		

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ATTACHMEN





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1. C/POL BR 2	DA		ork Orde	ers	
Policy Branch/PPG TO: (Officer designation, room number, and building) R 1.		ATE	EXTENSION	NO.	
TO: (Officer designation, room number, and building) R 1. C/POL BR 2. 3. C/PPG 4. 5. DD/P&M 6.		ATE.			
1. C/POL BR 2		ATE		DATE 19 July 1985	
1. C/POL BR 2		DATE		COMMENTS (Number each comment to show from whon to whom. Draw a line across column after each comment.	
C/PPG 4. 5. DD/P&M 6.	ECEIVED	FORWARDED		Several months ago, I received a call from a senior RPD editor who inquired if the procedures outlined in paragraph 9(2)(b) on subject were still	
5. DD/P&M 6				in effect.	
DD/P&M 6. 7.					
7.				Upon his departure, she took an informal survey of the newer	
-				employees in her office to ascertain if they were aware of the proper procedure. None	
				were aware of it. After discussing this incident	
9.				with PPG managers, it was agreed that an HN would be in order. Thus PAS was tasked t	
				initiate action on subject (sattached BASIC).	
11.				A memorandum has been prepared for forwarding to C/RPD requesting publication of the	
12.				attached HN, edited by PPG. Your signature is requested.	
13.					
14.					
15.					
19.					



EXTENSION OFFICER'S INITIALS	No. DATE 7 May 1985
EXTENSION OFFICER'S INITIALS	DATE 7 May 1985 COMMENTS (Number each comment to show from whore
OFFICER'S INITIALS	DATE 7 May 1985 COMMENTS (Number each comment to show from who
INITIALS	7 May 1985 COMMENTS (Number each comment to show from who
INITIALS	COMMENTS (Number each comment to show from who
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RWARDED INITIALS	to whom. Draw a line across column after each comment
	It has come to the attention of this office that many Agency
	personnel, especially those entering-on-duty within the past ten years, are not following the
	procedures outlined in paragraph 9(2)(b), (see attachmen
	when certifying work orders.
	_
	_
	c/SEG confirmed that this procedule is not currently stressed in EOD briefings; he did indicate,
	however, that it could easily be incorporated in the Office Procedures section of the EOD
	briefings. In the interim, it has been suggested that a Headquarter Notice be published to remind al.
	employees of the proper procedure provided it is still deemed good policy.
	Please review this policy for validity, and forward to PPG you
	comments and suggestions for a Headquarters Notice.
	Please address any questions to
	Suspense date: 24 May 1985

